

DD/A REGISTRY

## ROUTING AND RECORD SHEET

FILE: 20-1

SUBJECT: (Optional)

FROM: Robert J. Kohler  
D/OD&E

EXTENSION

NO.

85-0023/2

DATE

23 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ED/DDA  
7D18 Hqs.

24-1

EW

2 to 3

You may wish to

bring up a staff mtg

2. ADDA

24 JAN 1985

J

3. DOA

28 JAN 1985

J

4.

Ed,

Don't we owe D/OD&E  
a response?

5.

6. DOA/CMS

(Rec'd separate copies  
1/24/85)

28 JAN 1985

7.

8.

9.

10.

11.

12.

13.

14.

15.

NO.

DOA advised this  
memo (DOA 85-0023/2) is  
only outstanding  
correspondence with O&E  
29 Jan 85  
CMS action.

SS. 0013/2  
OD&E-0220-85  
22 JAN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert J. Kohler  
Director of Development and Engineering

SUBJECT: Length of Tours for Certain Support  
Personnel Assigned to OD&E

I appreciate your positive response of 9 January 1985 to the issue of defined tours of duty for certain positions in the Support structure of OD&E. It is my opinion that the following positions should be designated as at least three year tours of duty:

Position No.

Position Title

--

*for* Robert J. Kohler

ALL PORTIONS CLASSIFIED  
CONFIDENTIAL

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CONFIDENTIAL

POUCH MANIFEST		
TO: DDA, 7D18 Hqs.		Pouch No.
FROM: HQS/P		DATE 23 JAN 85
ITEM	DISPATCH NO.	SUBJECT AND ENCLOSURES
1	OD&E-0220-85	Length of Tours for Certain Support Personnel
. . .	. . . . .	. . . . .NOTHING FOLLOWS. . . . .
<div>OD&amp;E REGISTRY</div>		
COPY DISTRIBUTION: WHITE AND CANARY TO ADDRESSEE: PINK ADDRESSOR COPY		
DATE		SIGNATURE (Recipient)

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FORM NO. 241  
1 FEB 55

(47)

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DDA REGISTRY  
FILE: 20-1

9 JAN 1985

MEMORANDUM FOR: Director of Development and Engineering

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Length of Tours for Certain Support Personnel  
Assigned to OD&E

*Eob,*

1. In response to your memorandum dated 21 December 1984, I would like to express my appreciation for the complimentary statement regarding the quality of support provided to OD&E. We in the Directorate of Administration certainly agree with you that OD&E support jobs are important and require continuity. Three-year tours for the senior assignments and critical mid-level positions appear to be reasonable. There would, of course, be occasions when circumstances dictate the necessity for shorter tours.

2. To assist us in our career planning efforts, we request that you identify the positions where three-year tours appear appropriate. In the future, our career service will continue to make every effort to provide OD&E with well trained and experienced support personnel to meet your high priority intelligence requirements.

Harry E. Fitzwater

## Distribution:

Orig - Adse

- ① - DDA Subject
- 1 - DDA Chrono
- 1 - HEF Chrono
- 1 - DDA/CMS Subject
- 1 - DDA/CMS Chrono

DDA/DC/CMS [redacted] :ew

(8 January 1985)

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**ROUTING AND TRANSMITTAL SLIP**Date **2 JAN 1985**

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DDA/CMS		
2.	EO/DDA		
3.	ADDA		
4.	DDA		
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS** 85-0023

1. Please prepare a response for DDA's signature

SUSPENSE: 9 January 1985

**DO NOT** use this form as a **RECORD** of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				DD/A Registry 85-0023	
FROM: Robert J. Kohler D/OD&E			EXTENSION	NO.	
				DATE 31 December 1984	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	DDA 7D18 Hqs.				
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DD/A Regist:

85-0083

OD&amp;E-0730-84

21 DEC 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert J. Kohler  
Director of Development and EngineeringSUBJECT: Length of Tours for Certain Support Personnel  
Assigned to OD&E [redacted]

Harry -

1. The management of the technical programs in OD&E is demanding, ever changing and rewarding. The OD&E total effort that pushes the state-of-the-art from concept to functioning esoteric programs requires well trained, dedicated personnel. The management of OD&E is "excellence in all we do" personified. The "excellence" is pushed down to the meaningful work level. To do this, I must have personnel who are well trained and experienced. I count on them to take management control of their programs/offices, etc. [redacted]

2. I have been very pleased with the quality of the Support personnel assigned to OD&E. They are dedicated, hardworking, experienced personnel who quickly recognized the importance of these high priority national intelligence programs, and I consider them an integral part of the OD&E team. When Support personnel are assigned to OD&E there is a certain learning period to become familiar with the technical disciplines and acronyms of the profession. Once the individual becomes comfortable with the job, the workload and associated responsibility falls on their shoulders and they have complete control over their area of responsibility. [redacted]

3. Because the OD&E programs push the state-of-the-art, our developmental efforts can be five, seven or ten years in the future. To have stability and continuity within these programs, I feel there are certain positions in Support that require a defined tour of duty of at least three years. I would like to establish an agreement with you on these positions. I am sure that by working together we can continue to support the high priority intelligence requirements of the OD&E programs. [redacted]

[redacted]  
Robert J. Kohler

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ROUTING AND TRANSMITTAL SLIP		Date
		Jan 8, 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DC/CMS	EC	1/8
2. C/CMS	ES	8
3. EXO	Edi	9 JAN 1985
4. ADDA		
5. DDA		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
DA/CMS	7C18-HQS
	Phone No.

5041-102

OPTIONAL FORM NO. 10  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

/ 7-76)

☆ GPO : 1983 O - 381-529 (301)